

# MONTANA STATE HOSPITAL POLICY AND PROCEDURE

#### FRONT DESK CHANGE FUND

Effective Date: May 2, 2011 Policy #: BS-07

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- **I. PURPOSE:** To establish policy and procedure for the Front Desk Change Fund.
- **II. POLICY:** The Front Desk change bag will serve as a change fund for the Front Desk in the amount of \$20.00 to use in sale of visitor meal tickets.
- III. **DEFINITIONS:** None

### IV. RESPONSIBILITIES:

- A. The Accountant is responsible for the management of the Change Fund as outlined in this policy.
- B. The Hospital Operation Specialist is responsible for reconciling the funds and safe guarding the funds during regular work hours.
- C. The Security Officer on afternoon shift is responsible to lock the funds in the night deposit box before afternoon shift has ended. The Security Officer on morning shift is responsible to retrieve the funds from the night deposit box during the hour of 6:00 a.m. and 7:00 a.m. for the Hospital Operation Specialist.
- D. The Chief Financial Officer is responsible to ensure appropriate procedures are in place to allow accuracy of imprest cash.

### **V.** PROCEDURES:

- A. The Business Office will provide the Hospital Operation Specialist with a locking bank bag containing \$20.00 in cash. The cash will consist of two \$5.00 bills and one bundle of ten \$1.00 bills.
- B. The money in this bag will only be used to make change for visitors buying a meal ticket. This money <u>will not</u> be used as petty cash to purchase any merchandise.
- C. Meal tickets cost \$2.00 per person per meal.
- D. The Hospital Operation Specialist, using the form provided by the Business Office, will reconcile the change fund at the end of every shift (see Attachment A).

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- E. Safe guarding the key will be the responsibility of the Hospital Operation Specialist.
- F. A Security Officer will be notified when the bag is reconciled and will lock the bag in the night deposit box. In the morning, the Security Officer will retrieve the bag for the Hospital Operation Specialist during the first hour of their shift.
- G. As needed, the Accounting Clerk will collect the money for meal tickets; submit to the Receiving Clerk; and replenish the change bag.
- VI. REFERENCES: None
- VII. COLLABORATED WITH: Director of Information Resources, Security Officer Supervisor (Safety Officer), and Hospital Administrator
- VIII. RESCISSIONS: BS-07, Front Desk Change Fund dated December 1, 2007; BS-07, Front Desk Change Fund dated November 17, 2004; BS-07, Front Desk Change Fund dated August 1, 2003
- **IX. DISTRIBUTION:** All hospital policy manuals.
- **X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per M.C.A. § 307-106-330.
- XI. FOLLOW-UP RESPONSIBILITY: Chief Financial Officer
- **XII. ATTACHMENTS:** 
  - A. Reconciliation Form

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John W. Glueckert	// Date	Tracey Thun	Date	_/_	/
Hospital Administrator		Chief Financial Officer			